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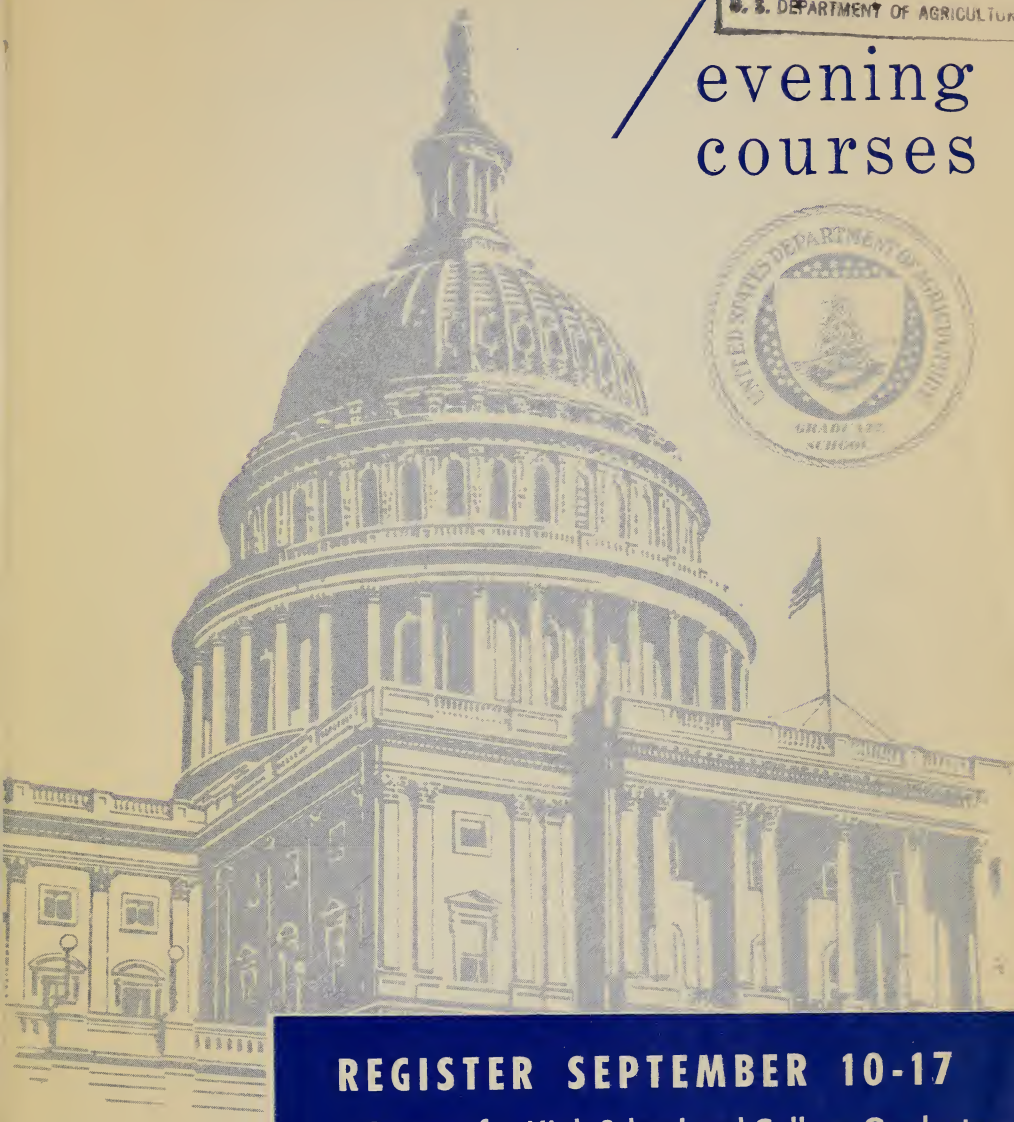
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U. S. DEPARTMENT OF AGRICULTURE

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REGISTER SEPTEMBER 10-17

- Courses for High School and College Graduates
- Training for Federal Employees

GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE
Independence Avenue, between 12th and 14th Streets, Southwest, Washington 25, D. C.

REGISTER SEPTEMBER 10-17

GENERAL INFORMATION

Registration Week: September 10-17, in the Patio (first floor) of the Administration Building, U. S. Department of Agriculture, 14th Street and Independence Avenue, S.W., Washington 25, D. C.

Saturdays 9-4 p.m.

Monday-Friday 11-6:30 p.m.

Procedures: Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school, or the equivalent, is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office. Copies can also be obtained at the time of registration.

Academic Credit: Any student wishing to receive academic credit elsewhere for Graduate School courses should consult *in advance* with the college or university in which he plans to take a degree.

Counseling: Members of the Graduate School staff are on hand for counseling, before and during the registration period.

Fees: The charge for tuition is in general \$12 for each credit hour, payable at the time of registration. Arrangements may be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by October 14.

Late Registration: After September 17, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through September 30.

Course Transfers: Until September 30, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00, and transfers may be made only with the permission of the instructor concerned.

Federal Income Tax Deductions: According to the Internal Revenue Service regulation of April 5, 1958, expenses for education are deductible if undertaken for the purpose of "maintaining or improving skills by the taxpayer in his employment."

Class Schedule: Classes begin the week of Monday, September 19, and end the week of Monday, January 16.

National Institutes of Health Program: Registration for classes to be held at National Institutes of Health, Bethesda, Maryland, can be completed at the Department of Agriculture during the week of September 10-17, or at the National Institutes of Health, Clinical Center, during the special registration week, September 19-24. Classes at NIH begin on Monday, September 26. A separate announcement of the NIH program is available at the Graduate School office, or in Room 2B52, Clinical Center, NIH, OLiver 6-4000, Extension 2427.

Government Employees Training Act: If a student plans to ask his agency to pay all or part of his tuition under the training legislation (Public Law 85-507), he should make these arrangements in advance of registration week.

Veterans: A veteran who is applying for entrance to the Graduate School for the first time under Public Law 550 or 634 is advised to consult with the Registrar well in advance of registration week. This may assure that his certificate of eligibility from the Veterans Administration will be granted in time for the semester.

Textbooks: Textbooks can be purchased at the Graduate School Bookstore, Room 1023, South Building, at the following times:

Registration Week, September 10-17

Saturdays, 9-4 p.m.

Monday-Friday, 1-6:30 p.m.

First Week of classes, September 19-23

Monday-Friday, 1-6:30 p.m.

September 26-October 14

Monday-Friday, 4:30-6:15 p.m.

Beginning October 17

Monday-Friday, 4:30-5:30 p.m.

Withdrawals and Refunds: When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through September 30, tuition less \$5.00 for each course

October 3-14, 60 per cent of the tuition

October 17-28, 50 per cent of the tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office. No refunds will be granted for any reason after October 28.

Credit-Audit Changes: The deadline is October 28.

Parking Space—Cafeteria: Space for parking is available for students and faculty after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. The entrance to one court is on 12th Street, and to the other two on Independence Avenue. There is also space on the Mall, north of the Administration Building.

The cafeteria, in the fourth wing of the South Building, is open from 5:00 to 6:30 p.m. Students should request cafeteria passes when they register if they plan to use the cafeteria before 5:30 p.m.

Business Office Hours: The Graduate School office, Room 1031, South Agriculture Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C. is open from 9:00 a.m. to 6:15 p.m., Monday through Friday. Telephone DUDley 8-6337 (Code 111, extension 6337).

SCHEDULE OF CLASSES

Registration September 10-17

Classes begin September 19

No. Course title (Cr.) Instructor Day Time Fee Catalog page

BIOLOGICAL SCIENCES

- 1-90A. Basic Principles of Laboratory Animal Care (First Half) non-credit Hill and Associates Tu 6:10-8:40 \$36 p. 15
 1-126. Medical Terms Simplified (2) Bollo Th 6:10-8 \$24 p. 16
 1-570A. Design of Experiments in Biological Sciences (First Half) (2) Koch W 4:45-6:35 \$24 p. 16 (Meets at Plant Industry Station, Beltsville, Maryland)
 1-699. Workshop in Natural Science Teaching Techniques (3) Gebler W 6:10-8:40 \$36 p. 17

The following courses in the Biological Sciences meet at the National Institutes of Health, Bethesda, Maryland

- 1-250A. Introductory and General Bacteriology (First Half) (2) McCullough M 7:30-9:30 \$24 p. 110
 1-622A. Clinical Bacteriology (First Half) (2) Kimler W 7:30-9:30 \$24 p. 110
 1-628A. Advanced Bacteriology—Bacterial Metabolism (2) Ellinghausen Th 7-9 \$24 p. 110
 1-275. Fundamentals of Virology (2) Rowe W 7-9 \$24 p. 111
 1-422. Human Physiology (3) Aronson, Greenblat, and Winegrad Th 6:30-9:30 \$36 p. 111
 1-455A. General Phenomena in Modern Cellular Physiology (First Half) (2) Shanes Tu 8-10 \$24 p. 112
 1-505. General Pathology (2) Swarm M 7-9 \$24 p. 112
 1-510. Immunology (2) Hasenclever M 7-9 \$24 p. 113
 1-305. History of Medicine and Medical Research (2) Leikind Th 7-9 \$24 p. 113

LANGUAGES AND LITERATURE

English—Grammar and Writing

- 2-25. Increasing Your Learning Efficiency (non-credit) Weigand W 6:10-8 \$24 p. 22
 2-95. Improving Reading Ability (non-credit) Cunningham Tu 6:10-8:40 \$36 and \$15 laboratory fee p. 22
 2-112. Practical English Usage (2) \$24 p. 22
 Section I Struhs Tu 6:10-8
 Section II Pritzker F 6:10-8
 2-119. Vocabulary Building (2) Kenny W 6:10-8 \$24 p. 22
 2-222A. English Composition (First Half) (3) Struhs W 6:10-8:40 \$36 p. 22
 2-223. Descriptive English Grammar (3) McMillan Tu 6:10-8:40 \$36 p. 22
 2-226. Official Writing (2) Schaal Tu 6:10-8 \$24 p. 23
 2-235. Fiction Writing (2) Arnold Tu 6:10-8 \$24 p. 24
 2-280. Feature Writing (2) Dolan W 6:10-8 \$24 p. 24
 2-450. Technical Writing (2) Gilstrap and Fried M 6:30-8:20 \$24 p. 24
 4-330. Government Letter Writing (2) Boyd Th 6:10-8 \$24 p. 51

Literature

- 2-330. Great Books (First Half)—Reading List A (2) Ruppert Tu 6:10-8 \$24 p. 25

Information Methods

- 2-220. Indexing (2) Kozak Tu 6:10-8 \$24 p. 26
 2-225. Principles of Editing and Their Application (3) George and Erhardt M 6:10-8:40 \$36 p. 26
 2-412. Editing Technical Manuscripts (2) Nolan M 6:10-8 \$24 p. 27
 2-415. Producing the Popular Publication (2) Feldman Tu 6:10-8 \$24 p. 27
 2-150. Information Practice in Science and Technology (2) Sherrod Th 6:10-8 \$24 p. 29
 2-425. Speech Writing (2) Olson, Schaal, and Taylor M 6:10-8 \$24 p. 28

Library Techniques

- 2-125. Introduction to Library Service (2) Mohrhardt and Associates M 6:10-8 \$24 p. 28
 2-137. Basic Reference Service and Reference Tools (2) Fulcher Tu 6:10-8 \$24 p. 29
 2-138. Introduction to Bibliographic Science (2) Popecki Th 7:10-9 \$24 p. 29
 2-145A. Law Librarianship (First Half) (2) Hogan M 6:10-8 \$24 p. 29
 2-150. Information Practice in Science and Technology (2) Sherrod Th 6:10-8 \$24 p. 29
 2-160. Seminar in Library Techniques (3) Sherrod (Coordinator) To be arranged \$36 p. 29

(Schedule of Classes continued inside)

No. Course title (Cr.) Instructor Day Time Fee Catalog page

- Speech
2-228. Public Speaking for Beginners (2) Miller Th 6:10-8 \$24 p. 30
2-229. Advanced Public Speaking (2) Nelson W 6:10-8 \$24 p. 30
2-232. Voice and Diction (2) Chambliss W 6:10-8 \$24 p. 30
2-425. Speech Writing (2) Olson, School, and Taylor M 6:10-8 \$24 p. 28

Foreign Languages

- 2-58A. Latin for English (First Half) (non-credit) Steffrud Tu 6:10-8:40 \$30 p. 30

French

- 2-59. Contemporary French Literature and Theatre (non-credit) Vran M 6:10-8 \$24 p. 30 (L'Âge de l'enfance, Sade)
2-65. Reading French—Grammar Review and Vocabulary Building (non-credit) Vienn W 6:10-8 \$24 p. 31
2-87. French for Travelers (non-credit) Bargin M 6:10-8 \$36 p. 31
2-233A. Elementary French (First Half) (3) Bargin Th 6:30-9 \$36 p. 31
2-234A. Intermediate French (First Half) (3) Bargin Tu 6:30-9 \$36 p. 31
2-235. French Conversation (2) Vran Tu 6:10-8 \$30 p. 31

German

- 2-66A. Reading German (First Half) (non-credit) Lederer W 6:10-8:40 \$30 p. 32
2-66B. Reading German (Second Half) (non-credit) Lederer Th 6:10-8:40 \$30 p. 32
2-88. German for Travelers (non-credit) van Lillier Tu 6:10-8:40 \$36 p. 32
2-92. German for Travelers II (non-credit) van Lillier Tu 6:10-8:40 \$36 p. 32
2-239A. Elementary German (First Half) (3) Lederer Tu 6:10-8:40 \$36 p. 32
2-260A. Intermediate German (First Half) (3) Lederer M 6:10-8:40 \$36 p. 32

Italian

- 2-99. Basic Conversational Italian (non-credit) Lederer and Morello W 6:10-8 \$30 p. 32

Portuguese

- 2-290A. Elementary Portuguese (First Half) (3) Ornelas W 6:10-8:40 \$36 p. 32

Russian

- 2-295A. Elementary Russian (First Half) (4) Tarasov Tu-Th 6:10-8 \$48 p. 33
2-295B. Elementary Russian (Second Half) (3) Tarasov W 6:10-8:40 \$36 p. 33
2-296A. Intermediate Russian (First Half) (3) Sahnev Tu 6:10-8:40 \$36 p. 33
2-299A. Advanced Russian (First Half) (3) Sahnev Th 6:10-8:40 \$36 p. 33

Spanish

- 2-78. Reading Spanish (non-credit) Otero Th 6:10-8 \$24 p. 33
2-83. Basic Conversational Spanish (non-credit) Ponce M 6:10-8 \$30 p. 33
2-84. Conversational Spanish II (non-credit) Ponce Tu 6:10-8 \$30 p. 33
2-90. Latin American Literature (non-credit) Ponce W 6:10-8 \$24 p. 34
2-300A. Elementary Spanish (First Half) (3) Jaffe W 6:10-8:40 \$36 p. 34
2-301A. Intermediate Spanish (First Half) (3) Ornelas M 6:10-8:40 \$36 p. 34

MATHEMATICS AND STATISTICS

Mathematics

- 2-1A. Review of College Freshman Mathematics (First Half) (non-credit) Huddleston Tu 6:10-8 \$24 p. 37
2-6. Precalculus Mathematics for Introductory Statistics (non-credit) Suter M 6:10-8 \$24 p. 37
2-8. Elementary Algebra (non-credit) George Tu 6:10-8 \$24 p. 38
2-102. College Algebra (3) Jobanek M-W 6:10-8 \$48 p. 38
2-103. Trigonometry and Analytic Geometry (4) Sparrow M-F 6:10-8 \$48 p. 38
[Students may register for either half. Those registering for the second half only should consult the Graduate School Office for the opening date, just before the end of the first eight weeks.]
2-266A. Calculus (First Half) (4) Mitchell Tu-Th 6:10-8 \$48 p. 38
2-310A. Introduction to Probability Theory (First Half) (3) Chasman Tu 6:10-8:40 \$36 p. 38
2-415A. Higher Algebra (First Half) (3) Eaton Th 6:10-8:40 \$36 p. 39
2-502A. Differential Equations (First Half) (2) Malkin M 6:10-8 \$24 p. 39
2-508. Theory of Errors (3) Stearn W 6:10-8:40 \$36 p. 39
2-509A. Mathematics for Economists (First Half) (3) Hojko W 6:10-8:40 \$36 p. 39
2-440. Inventory Management Theory (3) Jordy Tu 6:10-8:40 \$36 p. 39
2-532. Introduction to Linear Programming (3) Gann M 6:10-8:40 \$36 p. 39
2-533. Introduction to Operations Research (3) Haffner M 6:10-8:40 \$36 p. 39

Statistics

- 2-126A. Introductory Statistics (First Half) (2) \$24 p. 41
Section I West Tu 6:10-8
Section II West Th 6:10-8
2-126B. Introductory Statistics (Second Half) (2) Rammerhölzel Th 6:10-8 \$24 p. 41
2-135. Elements of Statistical Dialectic (2) Gmely Th 6:10-8 \$24 p. 41
2-318. Marine Tabulation I (2) Kaufmann M 6:10-8:20 \$24 p. 41
2-319. Marine Tabulation II (2) Kaufmann Tu 6:10-8:20 \$24 p. 42
2-389A. Principles of Statistical Analysis (First Half) (3) Stauber Tu-Th 6-7:15 \$36 p. 42
2-355A. Elements of Statistical Methods (First Half) (2) Harvey Th 4:45-6:35 \$24 p. 42 (Meets at Agricultural Research Center, Beltsville, Maryland)
2-100A. Introduction to Mathematical Statistics (First Half) (4) Lore Tu-Th 6:10-8 \$48 p. 43
2-102A. Introduction to Experimental Statistics (First Half) (2) Huddleston Th 6:10-8 \$24 p. 43
2-135. Sampling in Social and Economic Surveys (3) Niaselson Th 6:10-8:40 \$36 p. 43
2-150. Introduction to Population Statistics (3) Siegel Tu 6:10-9 \$36 p. 43
2-520. Government Statistics (2) Ullman M 6:10-8 \$24 p. 43
2-564A. Scientific and Business Data Processing on Electronic Computers—UNIVAC 1103A and 1103 (First Half) (3) Covington M 6:10-8:40 \$36 p. 44
2-565A. Data Processing on Electronic Computers—UNIVAC II (First Half) (2) Shinkus Tu 6:10-8 \$24 p. 44
2-566B. Data Processing on Electronic Computers—UNIVAC File Computer (Second Half) (2) Shinkus Th 6:10-8 \$24 p. 44
2-567A. Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half) (2) Schwartz Th 6:10-8 \$24 p. 45
2-567B. Data Processing on Medium-Sized Electronic Computers—IBM 650 (Second Half) (2) Instructor to be announced W 6:10-8 \$24 p. 45
2-580A. Data Processing on Medium-Sized Advanced Electronic Computers—IBM 7070 (First Half) (3) Mann W 6:10-8:40 \$36 p. 45
2-780A. Programming Techniques for a General Purpose Electronic Digital Computer—Sylvania Applications (First Half) (3) Christ M 6:10-8:40 \$36 p. 45
2-570A. Design of Experiments in Biological Sciences (First Half) (2) Koch W 4:45-6:35 \$24 p. 46 (Meets at Plant Industry Station, Beltsville, Maryland)
2-439. Sample Survey Procedures and Techniques (2) Loria M 6:10-8 \$24 p. 46
2-735A. Theory of Sample Surveys (First Half) (2) Steinberg W 6:10-8 \$24 p. 46
2-925. Organization of Statistical Studies Within the Federal Government—Simmons (non-credit) Ryan September 24, October 12, October 20, and November 9. (Registration is required, but no fees are charged.)

The following courses in Mathematics and Statistics meet at the National Institutes of Health, Bethesda, Maryland

- 2-15. Mathematics for Management Analysis (non-credit) Kahn Th 6-8 \$24 p. 117
2-163A. Introduction to the Calculus (First Half) (2) Instructor to be announced To be arranged \$24 p. 117
2-106A. Introduction to Experimental Statistics (First Half) (2) Morrison Tu 6-8 \$24 p. 118
2-409A. Introduction to Determinants and Matrices (First Half) (2) Gelser W 6-8 \$24 p. 118
2-114A. Mathematics of Digital Computation (First Half) (2) Shupko Tu 5:45-7:45 \$24 p. 118
2-511. Ordinary Differential Equations (2) Pniak M 6-8 \$24 p. 118

OFFICE TECHNIQUES AND OPERATIONS.

Administrative Procedures

- 2-35. Paper Management Workshops (non-credit) Morris and Rika (Coordinators) W 6:10-8:40 \$36 and \$3 laboratory fee p. 48
1. Plain Letters 14 sessions, \$16 and \$1 laboratory fee
2. Forms Management (2 sessions, \$8 and \$1 laboratory fee)
3. Form and Guide Letters 14 sessions, \$16 and \$1 laboratory fee
4. Correspondence and Mail Operations 14 sessions, \$16 and \$1 laboratory fee
5. Records Disposition 12 sessions, \$8 and \$1 laboratory fee
(Students may register for individual workshops.)
2-88. Gregg Shorthand (non-credit) Gaanerland M 6:10-8:40 \$30 p. 48
2-95. Office Aids and Basic Office Practices (non-credit) Barlow M 6:10-8 \$24 p. 48
2-101. Everyday Mathematics (2) Bots W 6:10-8 \$24 p. 48
2-8. Elementary Algebra (non-credit) George Tu 6:10-8 \$24 p. 38
2-108. Administrative Procedures (2) Hickey M 6:10-8 \$24 p. 48
2-204. Supervision (2) Van Dersant and Associates M 6:10-8 \$24 p. 49
2-206. Essentials of Good Office Management (3) Wagner W 6:10-8:40 \$36 p. 49
2-122A. Federal Fiscal Procedure (First Half) (2) Krueger Tu 6:10-8 \$24 p. 49
2-111. Federal Personnel Procedure (2) Starna Tu 6:10-8 \$24 p. 60
2-116. Federal Purchasing Procedure (2) Baldauf and Gunther M 6:10-8 \$24 p. 50
2-115. Federal Budgetary Procedure; Budget Formulation and Presentation (2) Carlson Tu 6:10-8 \$24 p. 50
2-117. Records Management Procedure (2) Lullier and Lando Tu 6:10-8 \$24 p. 50
2-112. Reports and Forms Management (2) Lewis and Rice Th 6:10-8 \$24 p. 70
2-330. Government Letter Writing (2) Boyd Th 6:10-8 \$24 p. 51

Shorthand

- 2-89. Review of Gregg Shorthand (Annual) 60-90 Words (non-credit) Butler M-Th 6:10-7:30 \$36 p. 52
2-129. Gregg Shorthand Simplified I (3) Dressel M-W 6:10-7:30 \$36 p. 52
2-130. Gregg Shorthand Simplified II (3) Bell M-Th 6:10-7:30 \$36 p. 53
2-225. Gregg Shorthand Simplified, 60-80 Words Vocabulary (3) M-Th 6:10-7:30 \$30 p. 53
2-226. Gregg Shorthand, 80-100 Words (3) Walker M-Th 6:10-7:30 \$36 p. 53

PHYSICAL SCIENCES

General

- 2-125. Descriptive Astronomy (2) Thomas Th 6:30-8:20 \$24 p. 54
2-225A. Principles of Physical Sciences (First Half) (2) Pinnarth W 7:10-9 \$24 p. 54
2-438. Space Science and Technology (2) Wren M 6:10-8 \$24 p. 55

Chemistry

- 2-155A. Elementary Biochemistry (First Half) (2) Hess W 6:10-8 \$24 p. 55

Geography and Geology

- 2-283. General Geology (3) Douglas Tu 6:10-8:40 \$36 p. 50
2-208. Aerial Photographic Interpretation (3) Churchill Tu 6:10-8:40 \$30 p. 100

Meteorology

- 2-330. Agricultural Meteorology (3) Springer Tu 6:10-8:40 \$36 p. 58
2-415. Applied Climatology (3) Thom M 6:10-8:40 \$36 p. 58
2-534A. Introduction to Dynamic Meteorology (First Half) (3) Malkin W 6:10-8:40 \$36 p. 59
2-536A. Synoptic Meteorology (First Half) (3) Winston M 6:10-8:40 \$36 p. 59
2-538A. Weather Analysis and Forecasting (First Half) (2) Winston and Dunn W 6:10-10 \$24 and \$4 laboratory fee p. 59

Oceanography

- 2-360. General Oceanography (2) Keller Tu 6:10-8 \$24 p. 60
2-475. Principles of Underwater Sound (2) Instructor to be announced M 4:30-6:20 \$24 p. 61 (Meets at Sulland, Maryland)
2-658. Geological Oceanography (2) Tracy Th 6:10-8 \$24 p. 42 (Meets at Sulland, Maryland)

The following courses in the Physical Sciences meet at the National Institutes of Health, Bethesda, Maryland

- 2-125. Modern Physics (3) Moeris Tu 6:10-9:30 \$30 p. 113
2-109A. General Chemistry (First Half) (3) Johnson Tu-Th 6-7:15 \$36 p. 113
2-316A. Introductory Biochemistry (First Half) (2) Instructor to be announced To be arranged \$24 p. 114

No. Course title (Cr.) Instructor Day Time Fee Catalog page

- 2-225A. Microbial Biochemistry (First Half) (2) Janky Tu 8-10 \$24 p. 114
2-226. Macromolecular Biochemistry (2) Morn M 8-9 \$24 p. 114
2-721. Basic Enzymology and Biological Energetics (2) Mehl W 7-9 \$24 p. 114
2-410. Theory of Organic Chemistry (2) Cohen Tu 6:30-8:30 \$24 p. 115
2-349A. Physical Chemistry (First Half) (2) Brodd M 6:10-8:15 \$24 p. 115
2-735. Chemical Kinetics in Biological Systems (2) Bradley W 8-10 \$24 p. 115
2-720. Chemical Quantum Mechanics (2) Bradley M 8-10 \$24 p. 115
2-36. Elementary Practical Electronics (non-credit) Bowman Tu 8-10 \$24 p. 116
2-417. Chromatography (2) Hoffmann Th 6:10-8:10 \$24 p. 110
2-417. Protein Chemistry (2) Saroff Tu 7-9 \$24 p. 110
2-575. Biochemistry of Protein Hormones (2) Condit To be arranged \$24 p. 117
2-711. Mathematical Theory of Transport and Tracer Kinetics in Biological Systems (2) Stephenson M 7-9 \$24 p. 117

PUBLIC ADMINISTRATION

General Administration

- 2-311. American National Government (2) Nrlson Th 6:10-8 \$24 p. 66
2-201. Superintendence (2) Van Dersant M 6:10-8 \$24 p. 49
2-311. Introduction to Public Administration (2) Beckman Tu 6:10-8 \$24 p. 67
2-317. Principles and Practice of Management (2) Wilson Th 6:10-8 \$24 p. 67
2-153. Human Relations in Administration (3) Ennels W 6:10-8:40 \$30 p. 67
2-159. Executive Staffwork (3) Hurd Th 6:10-8:40 \$36 p. 68
2-600. Readings and Papers in Public Administration (3) Thucston (Coordinator) To be arranged \$30 p. 68

American History

- 2-250. American History to 1865 (3) Rasmussen Th 6:10-8:40 \$36 p. 68

Management Analysis

- 2-105. Principles and Techniques of Management Analysis (2) Finlator M 6:10-8 \$24 p. 68
2-410. Management of Director Systems (2) Wyle W 6:10-8 \$24 p. 70
2-412. Reports and Forms Management (2) Lewis and Rice Th 6:10-8 \$24 p. 70
2-512. Work Standards and Work Measurement (2) Schneider W 6:10-8 \$24 p. 70

Financial and Budgetary Administration

- 2-112A. Federal Fiscal Procedure (First Half) (2) Krueger Tu 6:10-8 \$24 p. 49
2-635. Budgetary and Financial Administration (2) Grant Th 6:10-8 \$24 p. 71

Personnel Administration

- 2-201. Supervision (2) Van Dersant and Associates M 6:10-8 \$24 p. 49
2-111. Federal Personnel Procedure (2) Starna Tu 6:10-8 \$24 p. 60
2-305. Safety Program Administration (2) Popr M 6:10-8 \$24 p. 72
2-130. Public Personnel Administration (3) Instructor to be announced M 6:10-8:40 \$36 p. 72
2-411. Personnel Classification (2) Laxton and Findlay Tu 6:10-8 \$24 p. 73
2-118. Salary and Wage Administration (2) Hand Tu 6:10-8 \$24 p. 73
2-512. Employment and Personnel (2) Garnett M 6:10-8 \$24 p. 73
2-514. Interviewing Workshop (2) Garnett Tu 6:10-8 \$24 p. 73
2-518. Employee Training and Development (3) Stockard W 6:10-8:10 \$36 p. 74
2-453. Human Relations in Administration (3) Ennels W 6:10-8:40 \$36 p. 67

Legal Administration

- 2-320. Administrative Law and Procedure (2) Flavin M 6:10-8 \$24 p. 74
2-22A. Business Law (First Half) (2) Primm Tu 6:10-8 \$24 p. 74

Procurement and Property Management

- 2-115. Federal Purchasing Procedure (2) Baldauf and Gunther M 6:10-8 \$24 p. 50
2-370. Government Construction Contracts (2) Gull W 6:10-8 \$24 p. 75
2-638. Government Defense Contracts (2) Silverskin W 6:10-8 \$24 p. 76
2-103. Principles of Specifications (2) Rosenzweig Tu 6:10-8 \$24 p. 94

Accounting

- 2-352A. Principles of Accounting (First Half) (3) \$36 p. 77
Section I Carter Tu 6:10-9:45
Section II Silensky W 6:10-9:45
2-352B. Principles of Accounting (Second Half) (3) Levenberg and Marshall M 6:10-9:45 \$36 p. 78
2-353A. Intermediate Accounting (First Half) (3) Hord M 6:10-9:45 \$36 p. 78
2-261A. Federal Government Accounting (First Half) (2) Jenkins M 6:10-8 \$24 p. 78
2-120A. Advanced Accounting—Theory and Problems (First Half) (3) Acker Tu 6:10-8:40 \$36 p. 78
2-612A. Cost Accounting (First Half) (3) Lobb Th 6:10-8:40 \$36 p. 79
2-615. Federal Income Taxes (3) Moyer W 6:10-8:40 \$36 p. 79
2-681A. Internal Auditing (First Half) (2) Cooper M 6:10-8 \$24 p. 79

SOCIAL SCIENCES

General Economics

- 2-201A. Principles of Economics (First Half) (3) Stocker W 6:10-8:40 \$36 p. 82
2-309A. Mathematics for Economists (First Half) (3) Rojko W 6:10-8:40 \$36 p. 39
2-528. International Trade and Commercial Policy (3) Pigott Th 6:10-8:40 \$36 p. 82
2-570A. Statistical Analysis Applied to Economic Problems (2) Gerra Tu 6:10-8 \$24 p. 83

Personal Economics

- 2-2. How and Why of Stock Investments (non-credit) Gelman W 6:10-8 \$24 p. 84
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